New! Online Course Enrollment and Verification Instructions - FY2007

This instruction manual is available on the ADE website in the Development and Innovations Group Section at: http://www.ade.az.gov/cte/DIG/. It is called New! Online Course Enrollment and Verification Instructions - FY2007. These instructions will walk the report preparer through the process to enter and submit enrollment data into the system.

Follow the instructions below to log in to the system:

Go to the ADE website: **http://www.ade.az.gov**

Click on **Programs**

Click on **Career & Technical Education**

Click on **Development & Innovations Group**

Click on **New CTE Placement Survey reports and Concentrator report system**

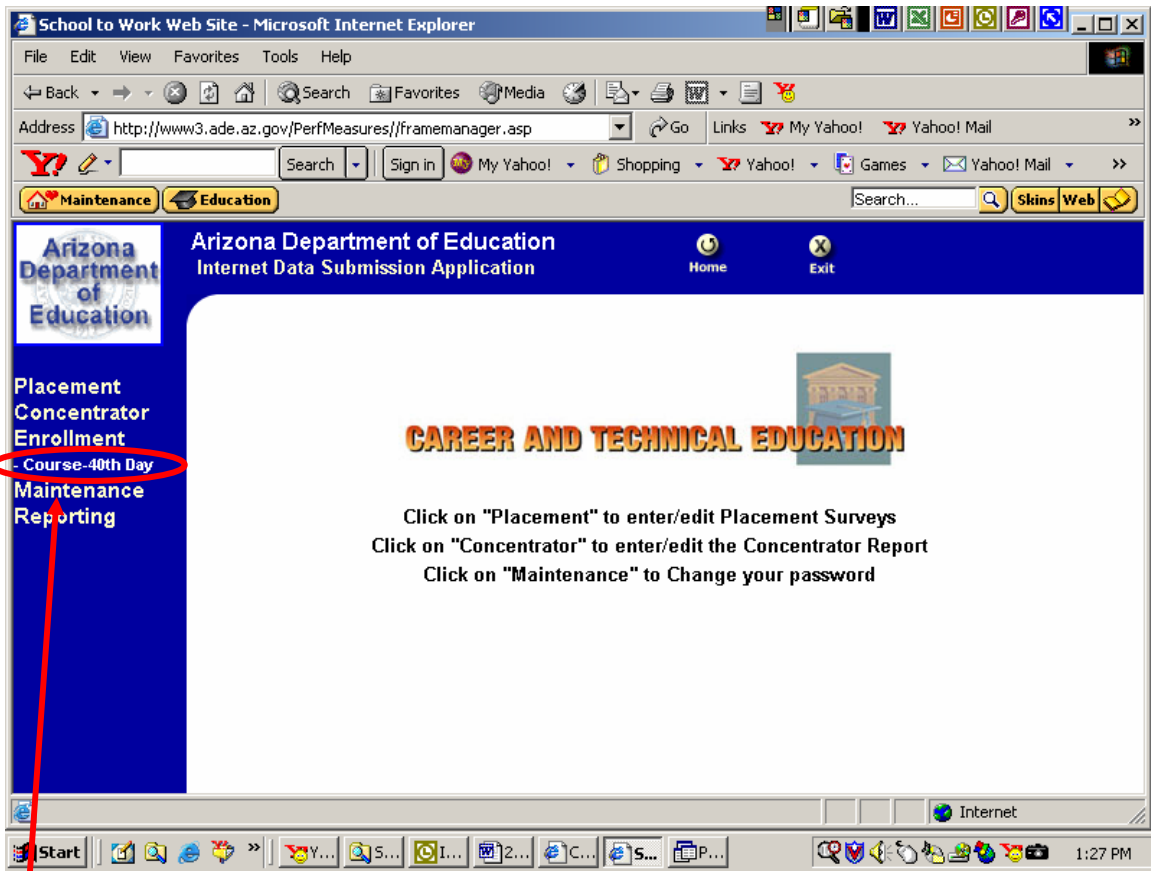**OR** go directly to**: http://www.ade.az.gov/PerfMeasures/splash.asp**

Click on **LOGIN** (use the same user Id and password the district uses to enter Performance Measures). If the district does not have this information please, contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.
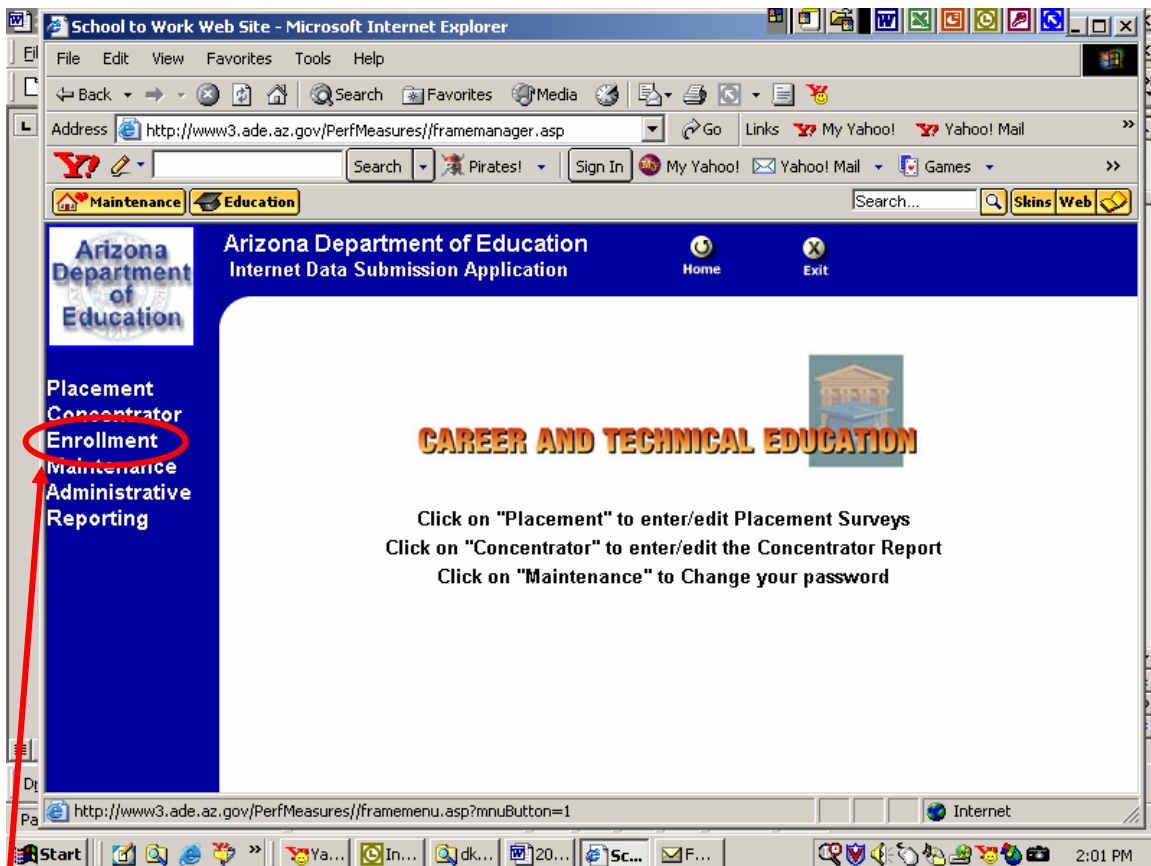
This option is available on the Performance Measures website (online system). It has been developed for your convenience when adding, modifying or deleting FY2007 Course Enrollment records online. We will only accept FY2007 Course Enrollment records submitted to ADE CTE using the online system or a text file submission*. The text file can be on diskette, CD, or an email attachment sent to CTE at: STWDataCollection@ade.az.gov
*Text file formats for non-articulated and articulated course enrollment are available on the ADE website at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp
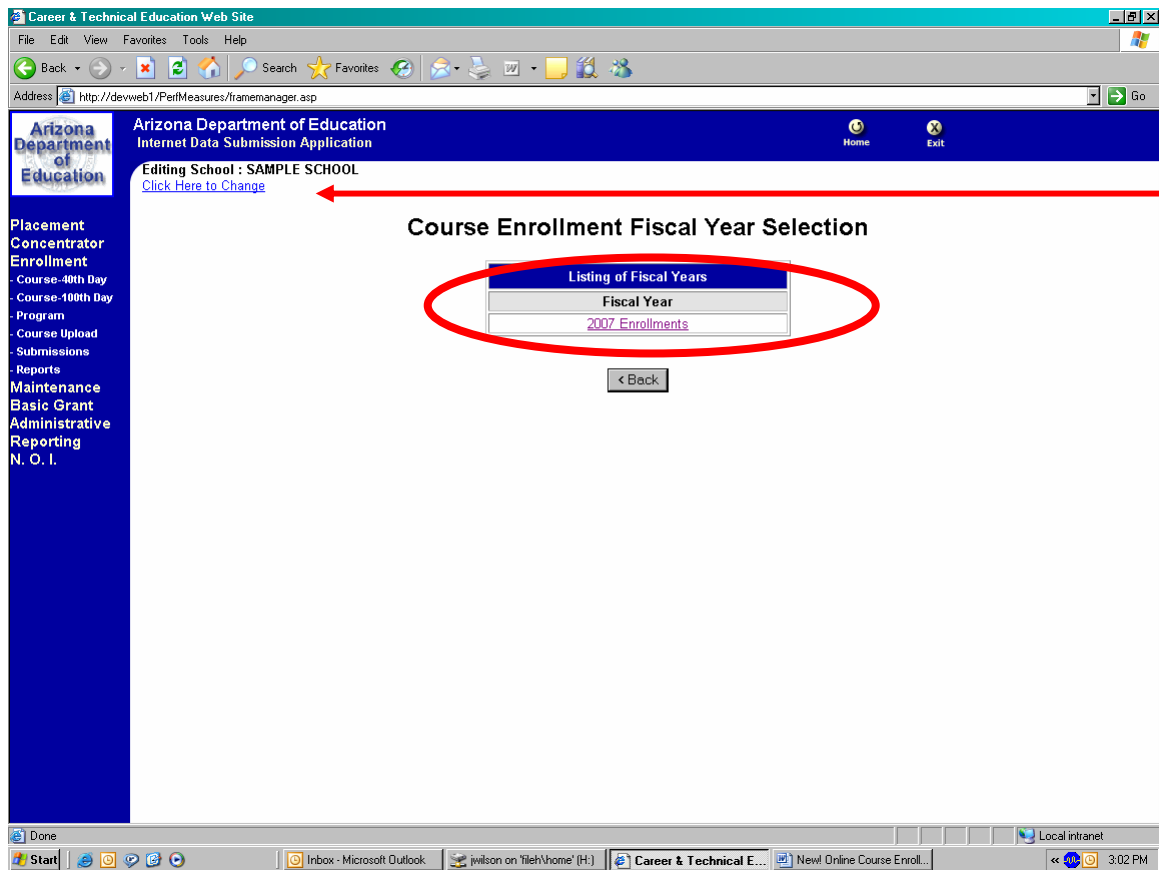
To add a new Enrollment record for FY 2007, click on Enrollment.

Click on <u>Course – 40th Day</u> or <u>Course – 100th Day</u>.
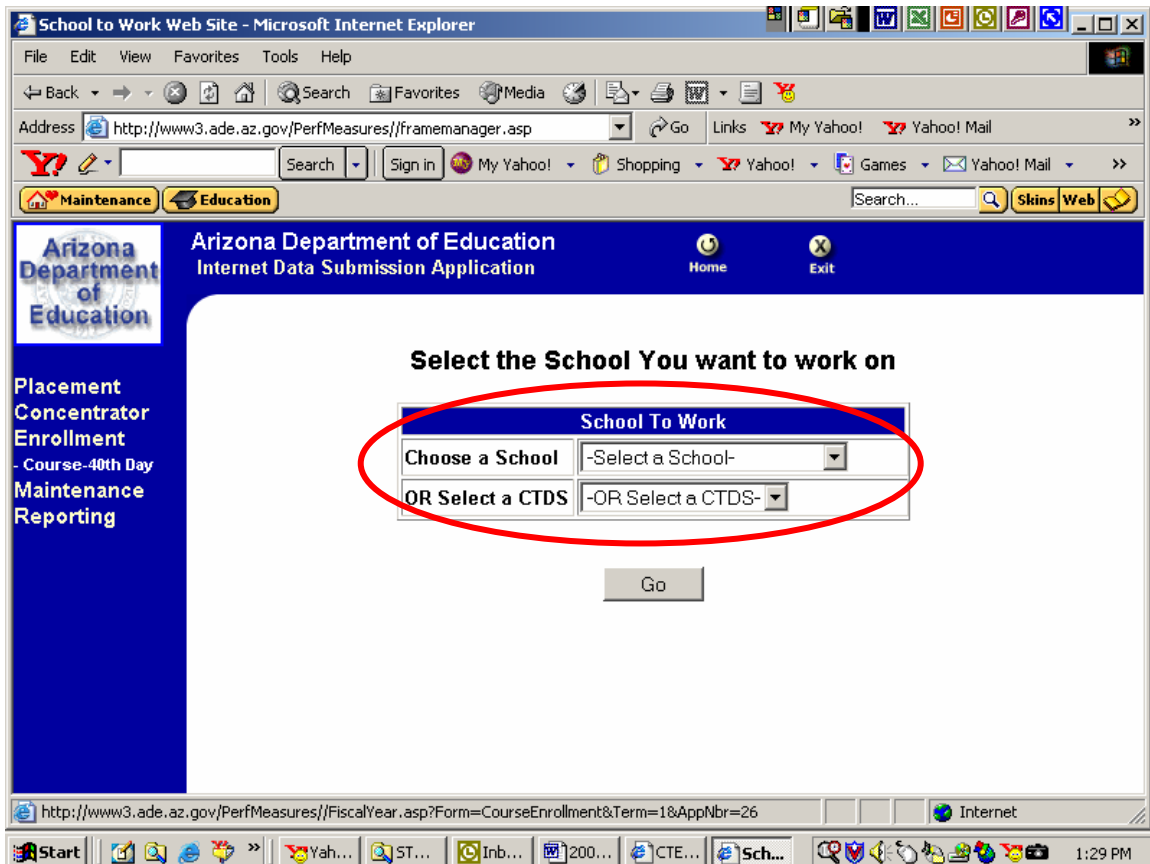
Select the <u>School</u> or <u>CTDS number</u> by clicking on the drop-down arrows then click on <u>Go</u>.

Click on 2007 Enrollments to add, modify or delete records. You can also select another school in your district by using the Click Here to Change link.

After submission of the enrollment data, the district will receive a verification report(s) to verify all the data submitted is recorded on the district's 40th and 100th Day Course Enrollment Master Print Report (VOCI 21). Records listed on the VOCI 11-1 are correct records filed on the 40th and 100th Day Course Enrollment Master Print Report (VOCI 21) file. Records listed on the VOCI 11-2 error report are incorrect and will **NOT** appear **or** be recorded on the 40th and 100th Day Course Enrollment Master Print Report (VOCI 21) file until the errors are corrected and re-submitted.

There are new instructions for this transition school year – FY2007. For each program the district may choose to report either AZ VTE Model (Level I, II or III) or the New Delivery System (Career Prep).

In FY2008 all programs may be reported under the New Delivery System (Career Prep).

To add Course Enrollment records, click on the flashing red/yellow + Add New Record.
Note: After the district records are added, this summary page will display showing the Course number, Period, Grade Total and Method. You can View, Modify or Delete any records during the original submission and the verification submission.

Note: There is a new column heading and legend for the report "Method".
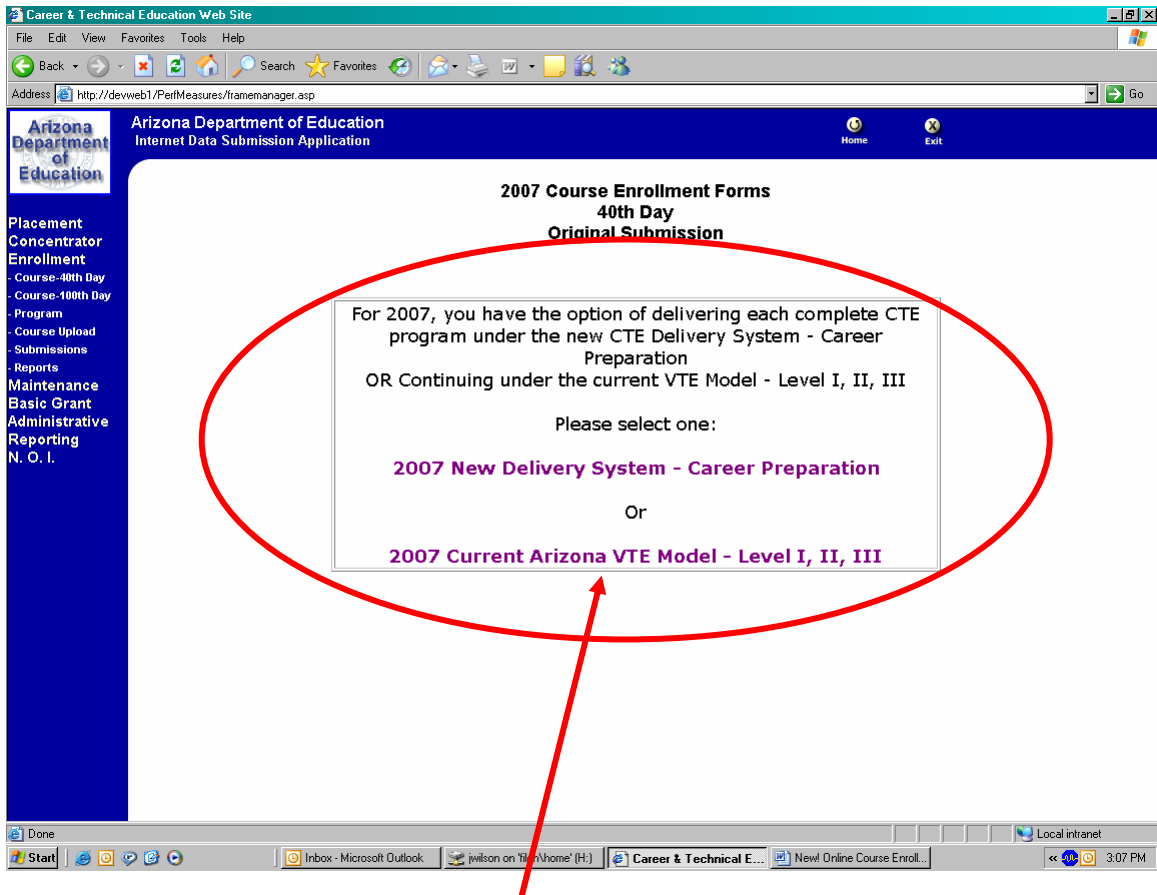
Select the method (Career Prep or Level) the district will be reporting for the Program Course for FY2007.

Note: The system will allow only one reporting method selection per program for the entire FY2007 school year.

If the method for an existing record/s needs to be corrected, you will need to delete the record/s and enter the record/s under the correct method.
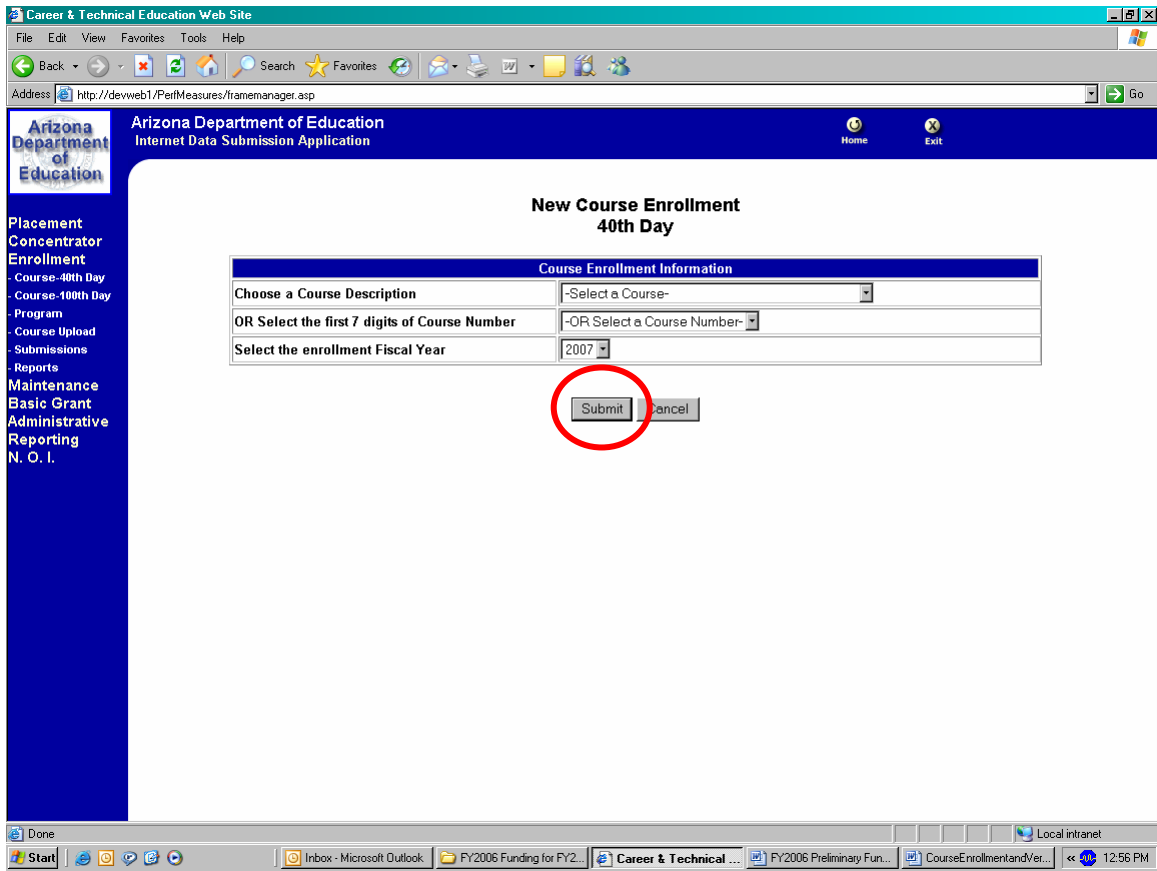
After you click on **2007 New Delivery System – Career Preparation or 2007 Current Arizona VTE Model – Level I, II, III -** Select a Course Name or Course Number and click on Submit. The Fiscal Year is set to 2007.

Select from the drop-down boxes – the Period, Number of Weeks, and 8th digit of the Course Number (each district chooses the 8th digit, if available). **The district cannot choose the 8th digit of the Course Number unless it is a 0.**

Then enter the *Teacher's SSN (no dashes), Minutes per week, and Room Number.
* For Articulated course teachers, if the SSN is not available, enter 9 zeros in this field.

The Tech Prep field for 2007 will be set to the 2006 value for this course (after verification), and no longer appears on this page.

Scroll down the screen and enter the Enrollment counts.
Enter the Enrollment Counts by Grade and by Gender. The total of
the Enrollment Counts by Grade must equal the total of the
Enrollment Counts by Gender (you will receive an error message if
they do not match).
Enter the Enrollment Count for Special Populations where necessary.
If the district is adding an Articulated Enrollment Count, enter the
Attending Count and Attending CTDS.

* If the district entered 9 zeros in the Teacher SSN field, this screen will appear:

If the district is adding an <u>Articulated Enrollment Count</u>, and have entered the <u>Attending Count</u> and <u>Attending CTDS</u> and 9 zeros for the <u>Teacher's SSN</u>, enter the <u>License Number or Certificate Number</u> and <u>Teacher First Name and Last Name.</u>

Click on <u>Submit.</u>
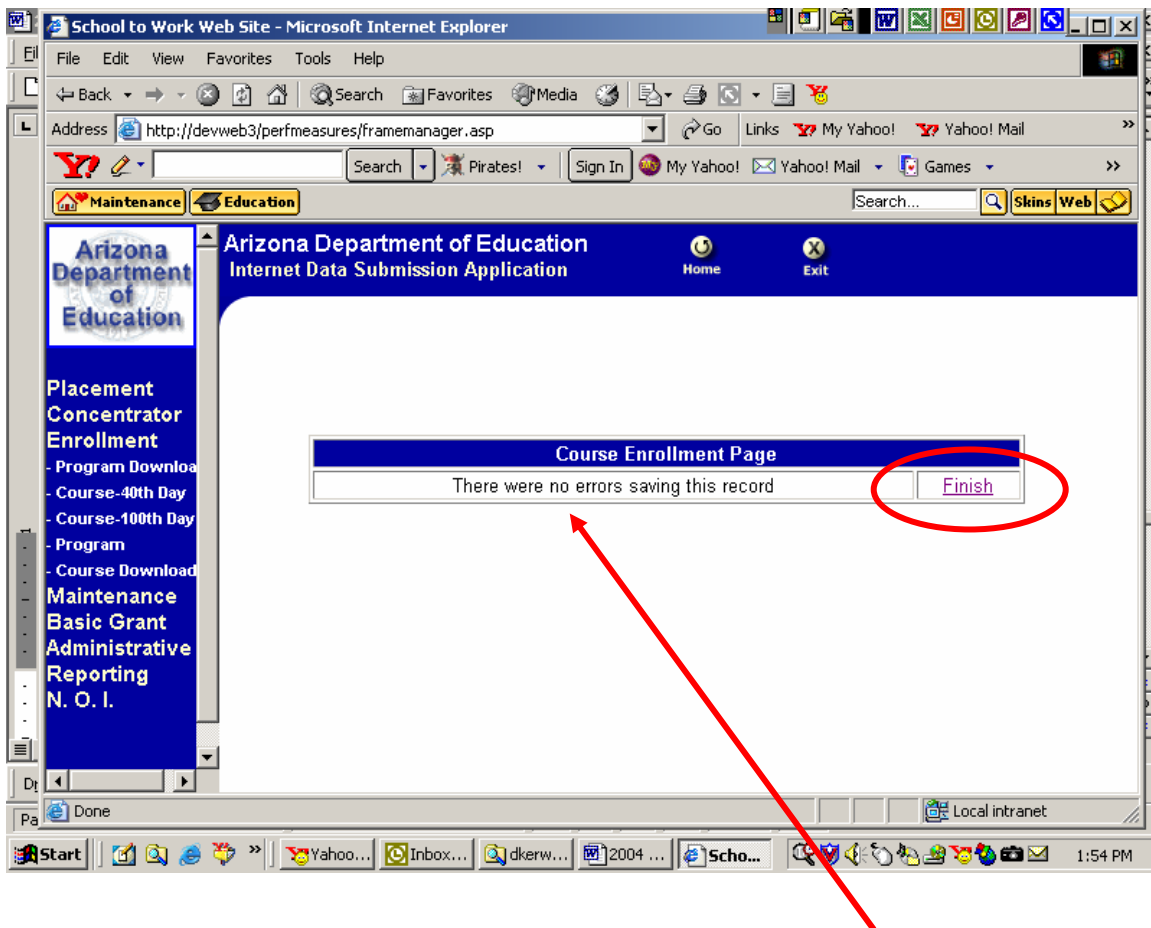
If there were no errors adding the record, this message will appear.
Click on <u>Finish</u> to go back to the Summary page for the school.

To add more records for this school, click on <u>Add New Record</u>

Note: The new column lists Method reported.

When the Enrollment records are compete for this school, please click here to get a detailed report for the district records. After reviewing the report, the district may add more records, view, modify or delete existing records. The district can modify an existing record by clicking on Modify, or delete a record by clicking on Delete. If the record is Deleted, it is gone from our database. If you Modify the record, it is changed in our database. The district can continue adding, modifying, deleting or viewing records using this online system until the report is complete and correct.

When the district enrollment submission is correct and ready to be processed, the district must send an email notification, including your school(s) name or CTDS number(s) to: STWDataCollection@ade.az.gov, stating that the district 40th or 100th Day Course Enrollment is complete and ready to process.

When CTE MIS staff receives the email notification, we will process the district data and update our files. We will mail a printed report to the district for verification purposes and signature/s.

New! Online Course Enrollment Verification Instructions - FY2007

This instruction manual is available on the ADE website in the Development and Innovations Group Section at: http://www.ade.az.gov/cte/DIG/. It is called <u>New! Online Course Enrollment and Verification Instructions - FY2007</u>. These instructions will walk the report preparer through the process to enter and submit enrollment data into the system.

Follow the instructions below to log into the system:
Go to the ADE website: **http://www.ade.az.gov**
Click on **Program**
Click on **Career & Technical Education**
Click on **Development and Innovations Group**
Click on **New CTE Placement Survey reports and Concentrator report system**
OR go directly to**: http://www.ade.az.gov/PerfMeasures/splash.asp**
Click on **LOGIN** (use the same user ID and password the district uses to enter Performance Measures). If the district does not have this information please, contact Jet Wilson at (602) 542-5486, Della Hofer at (602) 542-5711 or Donna Kerwin at (602) 542-7881.

Click on **Enrollment** (left side of screen)
Click on **Course – 40th Day or Course – 100th Day**
Select the **School** by Name or CTDS with the drop down box. Click **Go**
Click on **2007 Enrollments** to open the report for the school chosen or select another school by clicking on **<u>Click Here to Change</u>**

The district verification packet contains the following reports:
- **VOCI 21 40th and 100th Day Course Enrollment Master Print**
- **VOCI 11- 1 Course Enrollment Verification**

ERROR Reports (if applicable):
- **VOCI 11- 2 Course Enrollment Verification**
- **VOCI 17 Improper Teacher Certification**

Records listed on the VOCI 11-1 are correct data recorded on the 40th and 100th Day Course Enrollment Master Print Report VOCI 21 file. Records listed on the VOCI 11-2 error report will <u>NOT</u> appear or record on the 40th and 100th Day Course Enrollment Master Print Report VOCI 21 file until the errors are corrected and resubmitted. Records listed on the VOCI 17 Improper teacher certification report identify the teachers who are lacking the required certification, endorsements, or approval for teaching the particular course. It also, identifies the certification, endorsements, or approval requirements the teacher presently has on file with ADE. **Teachers must be certified to teach the course by February 28 of the current year**.

2007 Course Enrollment forms 40[h] Day
or
2007 Course Enrollment forms 100th Day
Records submitted Via the Web site

This form is used to add, modify or delete district records during the verification period. Select the record by identifying the Course, Period, Grand Total and Method.
NOTE: If records were **NOT** submitted using the online system, refer to page 19 for text file submission instructions.

Corrections on the VOCI 11-1 Report

If a **Course Code** needs to be corrected, you will need to **Delete** the record and **Add** a new record with the correct information.

Delete Record
1. Select the record by identifying the Course, Period, Grand Total and Method. Click **View** to verify the record to be deleted.
2. Click on **Back**
3. Locate the record on the form. Click **Delete**
4. The system will ask to Confirm Delete. Click **Yes**
5. This message will appear - Course Enrollment Page "The course enrollment record was deleted successfully". Click **Finish.**
6. The record will no longer appear on the form. **Records deleted via the online system will not appear on your VOCI 11-1 reports – they have been deleted from our database.**

Add Record
1. Click on the blinking **+ Add New Record**
2. Select the **Method**
3. Select the new Course description by title or Course number **Click Submit**
4. Select the 8th digit of the Course number, if available – use drop down arrow - **Tab**
5. Select the Period - use the drop down arrow - **Tab**
6. Select the Number of weeks – use the drop down arrow - **Tab**
7. Enter the Teacher SSN (if articulated, see page 9)– **Tab**
8. Enter Minutes per week - **Tab**
9. Enter Room number – **Tab**
10. Enter in Enrollment Count by Grade - **Tab**
11. Enter Enrollment Count by Gender - **Tab**
12. Enter Enrollment Count for Special Populations - **Tab**
13. Enter Articulated Enrollment Count section, if applicable
14. Click on **Submit**

15. If no errors are detected, this message will appear - "There are no errors saving this record". Click **Finish**
16. The report screen for this School will appear.
17. To **Add** another record – **Repeat steps 1-14**

Modify Record:
1. Select the record by identifying the Course, Period, Grand Total and Method. Click **Modify**
2. Make the necessary changes to the Enrollment Information, Enrollment Count by Gender, Enrollment Count for Special Population and Articulated Enrollment Count
3. Click on **Submit**
4. If no errors are detected, this message will appear -"There are no errors saving this record". Click on **Finish**
5. The report screen for this school will appear.

Corrections on the VOCI 11-2 Report

If the record(s) listed on the VOCI 11-2 report have one of the following message(s) you will need to **Add** the record:
- **Course Code Invalid**
- **CTDS Data is not correct**
- **Grade Count does not equal total, Male / Female count: The sum of (Grades 9-12) and the sum of (male + female enrollment) are not equal**
- **Minutes missing or Invalid**
- **Not on Certification File**
- **Number of weeks is less than 6 or greater than 20**
- **Period is missing or invalid**
- **Room number is missing**
- **Special needs – count is greater than total**
- **Teacher number is not on certification file**
- **Unknown – CTDS is not listed on ADE file**

Add Record:
1. Click in the blinking **+ Add New Record**
2. Select the **Method**
3. Select the new Course description by name or Course number **Click Submit**
4. Select the 8th digit of the Course number, if available – use drop down arrow - Tab
5. Select the Period - use the drop down arrow - **Tab**
6. Select the Number of weeks – use the drop down arrow - **Tab**
7. Enter the Teacher SSN (if articulated, see page 8) – **Tab**
8. Enter Minutes per week - **Tab**
9. Enter Room number - **Tab**

10. Enter in Enrollment Count by Grade, if applicable - **Tab**
11. Enter Enrollment Count by Gender - **Tab**
12. Enter Enrollment Count for Special Populations - **Tab**
13. Enter Articulated Enrollment Count and Attending CTDS Section, if applicable
14. Click on **Submit**
15. If no errors are detected you will see the message -"There are no errors saving this record". Click **Finish**
16. This will take you back to the report screen for this School
17. Add another record – **Repeat steps 1-14**

Other Error Messages

Record Already Exists in the Enrollment File
There is already a record on the 40th and 100th Day Course Enrollment Master Print file (VOCI 21) with the identical information. To correct the record you need to determine one of the following:
- Record on the VOCI 11-2 report is already listed on the VOCI11-1 or
- The instructor is teaching different levels of the course in this period

Record on the VOCI 11-2 report is already listed on the VOCI 11-1
    Record on the VOCI 11-2 Error report is already listed on the VOCI 11-1 report and does not need to be added to 40th and 100th Day Course Enrollment Print file (VOCI 21), you will NOT need to do anything.

Instructor is teaching different levels of the course in the same period
If the instructor is teaching beginning, intermediate or advanced students in the same period, you will need to separate the different levels being taught during that period. See Program Coherent Sequence Section in "The Handbook – Secondary Career and Technical Education Resource Handbook April 2005".
    Determine which record needs to be changed.
    1. If the record listed on the VOCI 11-2 needs to be **changed**, you will follow the **ADD record** steps.
    2. If the record listed on the VOCI 11-2 is **correct** you will need to follow the **ADD record** steps for this record.
        Then follow the **Delete record** steps for the record listed on the VOCI11-1 report.
        Then **add the New record** with the different Course Code by following the **ADD record** steps.
When all the data changes have been entered, you must send an email notification, stating the data is complete and ready to process, include your school/s or district name, to: **STWDataCollection@ade.az.gov**. Please keep in mind that this email will be used to show that your data was submitted on time. Also, the VOCI report(s) **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date.

2007 Course Enrollment forms 40[h] Day
or
2007 Course Enrollment forms 100th Day
Records submitted by Email Attachment or Disk (ASCII Text)

In your verification packet you will receive the following reports:
- **VOCI 21 40th and 100th Day Course Enrollment Master Print**
- **VOCI 11- 1 Course Enrollment Verification**

ERROR Reports (if applicable) :
- **VOCI 11- 2 Course Enrollment Verification**
- **VOCI 17 Improper Teacher Certification**

Data listed on the VOCI11-1 is correct data recorded on the 40th and 100th Day Course Enrollment Master Print Report VOCI 21. Data listed on the VOCI11-2 report will <u>NOT</u> appear or record on the 40th and 100th Day Course Enrollment Master Print Report VOCI 21 until the errors are corrected. Data listed on the VOCI 17 Improper teacher certification report identifies the teachers who are lacking the required certification, endorsements, or approval for teaching the particular course. It also, identifies the certification, endorsements, or approval requirements the teacher presently has on file with ADE. **Teachers must be certified to teach the course by February 28**.

Keep in mind the 5 Key Codes:

- School (CTDS)
- Course
- Teacher SSN
- Term
- Period

Please review ALL reports to determine the corrections needed to be made.
Corrections may be submitted by one of the following:

Option 1
All corrections can be submitted in an ASCII text file. The EDP Data file text format is located at the following website:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

Option 2
You can submit **ADD** records via the online system; however Change/Modify and Delete records will need to be submitted on the EDP Data file text format located at the following website:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

When all the data corrections have been entered, **you must and send an email notification with the text file attachment, stating the data is complete and ready to be processed, include your school/s and district name, to: STWDataCollection@ade.az.gov**. **For FY2007 you will need to list each program number, name and reporting method (Career Prep – CP or Levels – LVL) on your notification email (see example below).** Please keep in mind that this email will be used to show that your data was submitted on time. Also, the VOCI report(s) **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date.
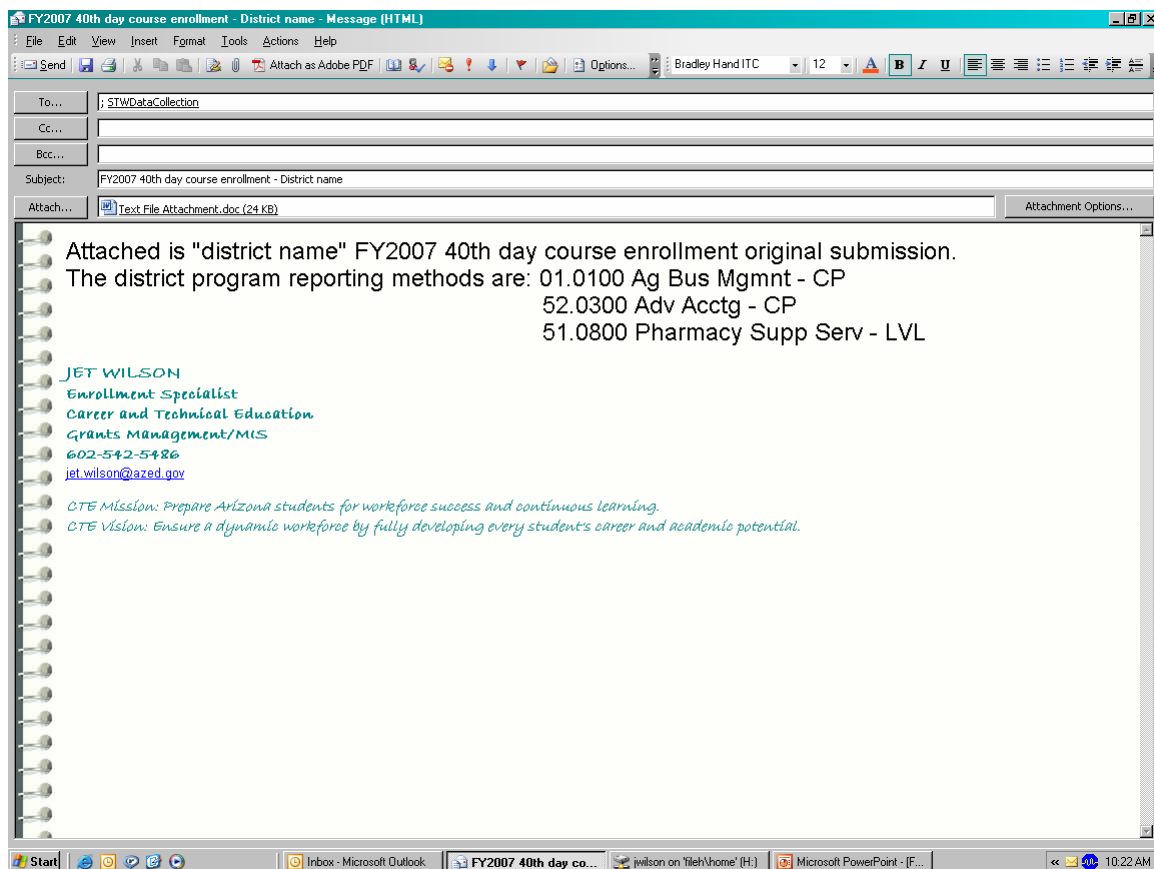
Corrections on the VOCI 11-1 Report

When reviewing your data if you discover changes that need to be made to one of the key codes you will need to **DELETE** the record and **ADD** a new record with the correct information.

Delete a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Transaction code will be "D" for Delete
2. Key the District number
3. Key the School number
4. Key the Course code
5. Key the Teacher SSN
6. Key the Term
7. Key the Period

Example:
D0203010035212001025252525212

Add a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Transaction code will be "A" for Add
2. Key the District number
3. Key the School number
4. Key the Course code
5. Key the Teachers SSN
6. Key the Term
7. Key the Period
8. Key the Minutes per week
9. Key the Number of weeks
10. Key the Room number
11. Space (blank) – No longer necessary to key the Tech Prep field
12. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
13. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
14. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
15. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
16. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
18. Key the Total enrollment Count (Keep in mind the male and female count must be the same as the enrollment count)
19. Key Disabled count (if not applicable you will need to add spaces or enter zeroes)
20. Key LEP count (if not applicable you will need to add spaces or enter zeroes)

21. Key Economic Disadvantaged count (if not applicable you will need to add spaces or enter zeroes)
22. Key Academic Disadvantaged (if not applicable you will need to add spaces or enter zeroes)
23. Key Single Parent Count (if not applicable you will need to add spaces or enter zeroes)
Note: If you do not have students attending another school for articulated enrollment you can stop after step 23.
24. Key in the Count of students attending another school
25. Key in the CTDS number of the attending school

Example:
No Articulated Enrollment
A02030100352120010252525252120250180102
000010005001000800080016000000002000000
With Articulated Enrollment with Valid SSN
A02030100352120010252525252120250180102
00001000500100080008001600000000200000016060203201
With Articulated Enrollment – No teacher SSN
A02030100352120010000000000012025018D102
00001000500100080008001600000000200000016060203201
11111111111111111111111111111 (cert/license number)
22222222222222222222222222222 (Teacher first name)
33333333333333333333333333333333333 (Teacher last name)

Change a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Transaction code will be "C" for Change
2. Key the District number
3. Key the School number
4. Key the Course code
5. Key the Teacher SSN
6. Key the Term
7. Key the Period
8. Key the Minutes per week
9. Key the Number of weeks
10. Key the Room number
11. Space (blank) – No longer necessary to key the Tech Prep field
12. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
13. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
14. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)

15. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
16. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Female count (if not applicable if you will need to add spaces or enter zeroes)
18. Key the Total enrollment Count (Keep in mind the male and female count must be the same as the enrollment count)
19. Key Disabled count (if not applicable you will need to add spaces or enter zeroes)
20. Key LEP count (if not applicable you will need to add spaces or enter zeroes)
21. Key Economic Disadvantaged count (if not applicable you will need to add spaces or enter zeroes)
22. Key Academic Disadvantaged (if not applicable you will need to add spaces or enter zeroes)
23. Key Single Parent Count (if not applicable you will need to add spaces or enter zeroes)
Note: If you do not have students attending another school for articulated enrollment you can stop after step 23.
24. Key in the Count of students attending another school
25. Key in the CTDS number of the attending school

Example
No Articulated Enrollment
A0203010035212001025252525212025018D102
000010005001000800080016000000002000000
With Articulated Enrollment with Valid SSN
A0203010035212001025252525212025018D102
00001000500100080008001600000000200000016060203201
With Articulated Enrollment – No teacher SSN
A0203010035212001000000000012025018D102
00001000500100080008001600000000200000016060203201
11111111111111111111111111111 (cert/license number)
22222222222222222222222222222 (Teacher first name)
33333333333333333333333333333333333333 (Teacher last name)

Corrections on the VOCI 11-2 Report

If the record(s) listed on the VOCI 11-2 report have one of the following message(s) you will **Add** the record:
- **Course Code Invalid**
- **CTDS Data is not correct**
- **Grade Count does not equal total, Male / Female count: The sum of (Grades 9-12) and the sum of (male + female enrollment) are not equal**
- **Minutes missing or Invalid**
- **Not on Certification File**

- **Number of weeks is less than 6 or greater than 20**
- **Period is missing or invalid**
- **Room number is missing**
- **Special needs – count is greater than total**
- **Teacher number is not on certification file**
- **Unknown – CTDS is not listed on ADE file**

Add a record (text format)
Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Transaction code will be "A" for Add
2. Key the District number
3. Key the School number
4. Key the Course code
5. Key the Teacher SSN
6. Key the Term
7. Key the Period
8. Key the Minutes per week
9. Key the Number of weeks
10. Key the Room number
11. Space (blank) – No longer necessary to key the Tech Prep field
12. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
13. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
14. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
15. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
16. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Female count (if not applicable you will need to add spaces or enter zeroes)
18. Key the Total enrollment Count (Keep in mind the male and female count must be the same as the enrollment count)
19. Key Disabled count (if not applicable you will need to add spaces or enter zeroes)
20. Key LEP count (if not applicable you will need to add spaces or enter zeroes)
21. Key Economic Disadvantaged count (if not applicable you will need to add spaces or enter zeroes)
22. Key Academic Disadvantaged (if not applicable you will need to add spaces or enter zeroes)

23. Key Single Parent Count (if not applicable you will need to add spaces or enter zeroes)

Note: If you do not have students attending another school for articulated enrollment you can stop after step 23.

24. Key in the Count of students attending another school
25. Key in the CTDS number of the attending school

Example:
No Articulated Enrollment
A02030100352120010252525252120250188D102
00001000500100080008001600000002000000
With Articulated Enrollment with Valid SSN
A02030100352120010252525252120250188D102
0000100050010008000800160000000200000000016060203201
With Articulated Enrollment – No teacher SSN
A02030100352120010000000000012025018D102
0000100050010008000800160000000200000000016060203201
1111111111111111111111111111 (cert/license number)
222222222222222222222222222222 (Teacher first name)
3333333333333333333333333333333333333333 (Teacher last name)

Other Error Messages

Duplicate Transaction or The record already exists on the Enrollment report
You will need to determine if:
  ▪ The record needs to be added to your 40th and 100th Day Course Enrollment Master Print file (VOCI 21) **or**
  ▪ This record has already been added.

Duplicate Transaction
This error message appears when the same "five key codes" have already been entered on the 40th and 100th Day Course Enrollment Master Print file (VOCI 21). To correct the record you need to determine one of the following:
  ▪ Combine/condense the data record or
Add a **new** course code by changing the 8th digit on the Course Code, if available.
You cannot choose the 8th digit of the Course Number if it is already listed, you can only choose the 8th digit if it is a 0, except AG 01.0100.10.

  ▪ Combine/Condense record with record on 40th and 100th Day Course Enrollment Master file - Change a record (text format)

Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Select the record that is listed on the VOCI 11-1 report.
2. Transaction code will be "C" for change.
3. Key the District number (same that is listed on the VOCI 11-1 report)
4. Key the School number (same that is listed on the VOCI 11-1 report)
5. Key the Course code (same that is listed on the VOCI 11-1 report)
6. Key the Teacher SSN (same that is listed on the VOCI 11-1 report)
7. Key the Term (same that is listed on the VOCI 11-1 report)
8. Key the Period (same that is listed on the VOCI 11-1 report)
9. Key the Minutes per week
10. Key the Number of weeks
11. Key the Room number
12. Space (blank) – No longer necessary to key the Tech Prep field
13. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
14. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
15. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
16. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
17. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
18. Key the Female count (if not applicable if you will need to add spaces or enter zeroes)
19. Key the Total enrollment Count (Keep in mind the male and female count must be the same as the enrollment count)
20. Key Disabled count (if not applicable you will need to add spaces or enter zeroes)
21. Key LEP count (if not applicable you will need to add spaces or enter zeroes)
22. Key Economic Disadvantaged count (if not applicable you will need to add spaces or enter zeroes)
23. Key Academic Disadvantaged (if not applicable you will need to add spaces or enter zeroes)
24. Key Single Parent Count (if not applicable you will need to add spaces or enter zeroes)
    Note: If you do not have students attending another school for articulated enrollment you can stop after step 24.
25. Key in the Count of students attending another school
26. Key in the CTDS number of the attending school

Example:
No Articulated Enrollment
A02030100352120010252525212025018D102
0000100050010008000800160000000002000000
With Articulated Enrollment with Valid SSN
A02030100352120010252525212025018D102
000010005001000800080016000000002000000016060203201
With Articulated Enrollment – No teacher SSN
A02030100352120010000000000012025018D102
000010005001000800080016000000002000000016060203201
11111111111111111111111111111 (cert/license number)
22222222222222222222222222222 (Teacher first name)
33333333333333333333333333333333333 (Teacher last name)

Add a new course record (text format) by changing the 8th digit on the Course Code. Y**ou <u>cannot</u> choose the 8th digit of the Course Number if it is already listed, you can only choose the 8th digit if it is a 0, except AG 01.0100.1<u>0</u>.**

Make sure you have the correct character length for each element. This is located on the EDP Data file description at:
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocicour.asp
http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp

1. Transaction code will be "A" for Add
2. Key the District number
3. Key the School number
4. Key the Course code
5. Key the Teacher SSN
6. Key the Term
7. Key the Period
8. Key the Minutes per week
9. Key the Number of weeks
10. Key the Room number
11. Space (blank) – No longer necessary to key the Tech Prep field.
12. Key Grade 09 enrollment (if not applicable you will need to add spaces or enter zeroes)
13. Key Grade 10 enrollment (if not applicable you will need to add spaces or enter zeroes)
14. Key Grade 11 enrollment (if not applicable you will need to add spaces or enter zeroes)
15. Key Grade 12 enrollment (if not applicable you will need to add spaces or enter zeroes)
16. Key the Male count (if not applicable you will need to add spaces or enter zeroes)
17. Key the Female count (if not applicable you will need to add spaces or enter zeroes)

18. Key the Total enrollment Count (Keep in mind the male and female count must be the same as the enrollment count)
19. Key Disabled count (if not applicable you will need to add spaces or enter zeroes)
20. Key LEP count (if not applicable you will need to add spaces or enter zeroes)
21. Key Economic Disadvantaged count (if not applicable you will need to add spaces or enter zeroes)
22. Key Academic Disadvantaged (if not applicable you will need to add spaces or enter zeroes)
23. Key Single Parent Count (if not applicable you will need to add spaces or enter zeroes)

Note: If you do not have students attending another school for articulated enrollment you can stop after step 23.

24. Key in the Count of students attending another school
25. Key in the CTDS number of the attending school

Example:
No Articulated Enrollment
A0203010035212001025252525212025018D102
0000100050010080008001600000002000000
With Articulated Enrollment with Valid SSN
A0203010035212001025252525212025018D102
00001000500100080008001600000002000000016060203201
With Articulated Enrollment – No teacher SSN
A0203010035212001000000000012025018D102
00001000500100080008001600000002000000016060203201
1111111111111111111111111111111 (cert/license number)
2222222222222222222222222222222 (Teacher first name)
3333333333333333333333333333333333333 (Teacher last name)

Record Already Exists in the Enrollment File – error message
There is already a record on the 40th and 100th Day Course Enrollment Master Print file (VOCI 21) with the identical information. To correct the record you need to determine one of the following:

- Record on the VOCI 11-2 report is already listed on the VOCI11-1 or
- The instructor is teaching different levels of the course in this period

Record on the VOCI11-2 report is already listed on the VOCI 11-1
Record on the VOCI 11-2 Error report is listed on the VOCI 11-1 report and does not need to be added to 40th and 100th Day Course Enrollment Master Print file (VOCI 21), you will **NOT** need to do any thing.

Instructor is teaching a different level of the course in the same period
If the instructor is teaching beginning, intermediate and advanced students in the same period, you will need to separate the different levels being taught during that period. See Program Coherent Sequence Section in "The Handbook – Secondary Career and Technical Education Resource Handbook April 2005".

Determine which record needs to be changed.
1. If the record listed on the VOCI 11-2 needs to be **changed**, you will follow the **ADD record** steps.
2. If the record listed on the VOCI 11-2 is **correct** you will need to follow the **ADD record** steps for this record.
   Then follow the **Delete record** steps for the record listed on the VOCI11-1 report.
   Then add the New record with the different Course Code by following the **ADD record** steps.

When all the data corrections have been entered, **you must and send an email notification with the text file attachment, stating the data is complete and ready to be processed, include your school/s and district name, to: STWDataCollection@ade.az.gov**. **For FY2007 you will need to list each program number, name and reporting method (Career Prep – CP or Levels – LVL) on your notification email (see example below).** Please keep in mind that this email will be used to show that your data was submitted on time. Also, the VOCI report(s) **Signature page(s)** will need to be mailed to ADE with the authorized signatures by the due date.